

25X1A
EYES ONLY

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SECRET
DTR Staff Meeting
6 January 1972
1000 - 1105 hours

25X1A

[REDACTED]

Note: Attached to this summary are the minutes of the DD/S Staff Meetings of 4 and 11 January.

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DTR

25X1A 1. Federal Campaign: Formal "thank you" to the Key-women who worked on the Federal Campaign. Certificates signed by Rogers B. Morton, Secretary of Interior; certificates were given to: [REDACTED]

25X1A A certificate was also given to [REDACTED] who served as Chairman for [REDACTED] campaign.

25X1A 2. Use of Top-Level Officers in OTR's Courses: Reminded members that the Agency's top people are not to be asked to participate in OTR's courses. There will be exceptions, but this is the general guideline.

In the case of the Director, [REDACTED] has orders not to accept any speaking engagements for him without his personal approval. He has tentatively said "yes" for the Midcareer in March; has said "no" to the "Day at CIA" for Senior Seminar and Foreign Policy.

Suggest that someone in OTR determine from [REDACTED] in what OTR programs Mr. Helms would participate.

Action

3. Status of Senior Seminar: Awaiting approval. Colonel White has read the reports and it is quite likely that he will not ask the Director's approval until he has discussed it with the DDs.

Note: On 11 January the Senior Seminar was approved for a second running.

25X1A 4. Director's "Black Book": Two items from OTR's list were included in the DD/S paper to the DCI; the TDY of [REDACTED] and the Briefing of General [REDACTED]

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5. Annual Briefing of the DD/S: In response to Mr. Coffey's planned discussion of the subject, 4 recommendations were made: 1) Briefing book (similar to the one prepared for Mr. Colby) be sent to Mr. Coffey before the scheduled briefings to allow him time to prepare questions; 2) Chiefs of Schools and Staffs who will do the briefings would then concentrate on new developments and progress toward their objectives; 3) fewer listeners from the DDS's office; 4) have the DD/S come to the C of C Bldg. (This was suggested by Mr. Coffey himself.)

Recommendations for improving these briefings to be discussed at the DD/S meeting on 10 January.

6. Fact Book: OTR received 50 copies; recipients should include Agency employees attending external training programs as representatives of CIA, and Career Trainees. (presumed to be at the time of their interviews).

DDTR

1. Evaluation of Components' Activities: Invited Chiefs to analyze and make an honest evaluation of what has happened in their components during the preceding year -- evaluating particularly the use (or under-use) of staff. Where there is condition of under-employment, then steps should be taken to give the person (or persons) a full-time job.

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Around the Table:

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1. Europe Briefing: [REDACTED] briefed the Branch Chiefs of the Europe Division; there will be more such briefings of LS users.

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2. New Classes: Forty-seven students started in 10 languages on Monday, 3 January. Wives' courses over-subscribed; possibility of being given to 4 wives of staffers (5) now in full-time [REDACTED]

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1. NIS: Five nominees.

2. Semi-annual Advance: Tuition for part-time training to be given to approved applicants Tuesday, 11 January.

3. Information Science Course (DIS, 12 weeks): One out of the quota of six to attend, but Survey of Intelligence Systems (3 weeks) has five Agency students.

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4. OBGI Photo Course: [REDACTED] to give a four-hour, photo-composition course; possibly one would be given later for ORD.

5. New Films: Increased requirements from TSD for new films. (about 5 to 10 minutes long); will start work on these 23 February.

25X1A 6. PA System: Given final check-out; classrooms can now be monitored from the 8th floor.

25X1A 1. New Class: New January Class on board; 17 Externals, 10 Internals, 2 Women, and 1 Black.

25X1A 2. CS Panel [REDACTED] and group interviewed CTs in the BOC and made tentative assignments.

25X1A Report on Christmas Activities: Toys-for-Children Week brought in 155 gifts -- 95 to Hopkins House in Alexandria, 60 to St. Stephens of the Incarnation Day Care Center (Note: since the Center needed about 100, we were able to get 40 additional toys from the Hqs. toy campaign.)

Christmas party: no profits. Consensus: perhaps the best party ever.

25X1A 1. Non Official Cover Committee: Plans discussed with the advanced NOC committee on training requirements; foresees not much involvement for OTR during the first year.

25X1A 2. Army War College Panel: Memo to Division Chiefs requesting participation by certain individuals on a panel to appear in response to a request from the Commandant of the Army War College.

Dependents' Training: Preparing a response for DD/P's signature on dependents' training which will highlight a reminder to the Divisions of their responsibilities; an urging to use the Orientation for Overseas and, to include discussions on dependents' training in the COS Seminar. Bernie to discuss additional possibilities for dependents with Chief, Ops School.

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[REDACTED]

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1. BOC Comprehensive Exercise: Group ready for [REDACTED] one aircraft, rather than two, to be used.

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2. Illness [REDACTED] About 30 people on Sick Leave.

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[REDACTED]

ACT I (Automated Cable Terminal): Not implemented as yet, therefore no final determination as to the extent of OTR's responsibility for training.

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[REDACTED]

Underwithholding: All Employees Notice contains the actions that will be taken; pay check of 21 January affected.

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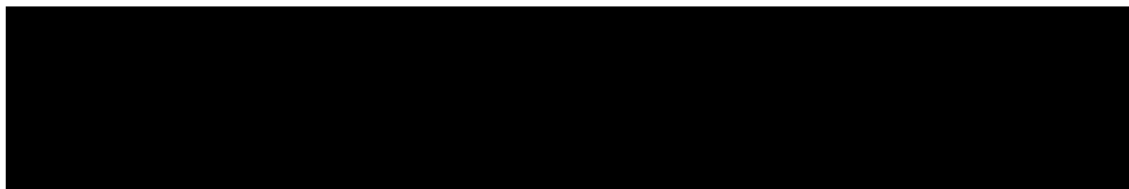
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MINUTES

DD/S STAFF MEETING

4 January 1972

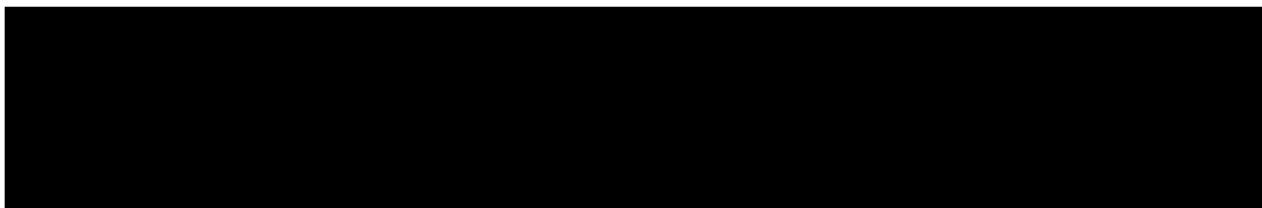
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2. "Black Book" Items Selected for the Director. The Director expressed his appreciation for "Black Book" items at his 3 January morning meeting. He was appreciative of the extent of work that went into the book and the information provided. He cited a half dozen specific items included. Mr. Coffey thanked the Office Heads for their help in preparing the Support Directorate contribution to the book.

3. Delinquent Fitness Reports. Statistics concerning delinquent fitness reports in all Directorates as of 22 December 1971 were distributed to Office Heads. Mr. Coffey noted that despite the fact that the Support Directorate compares favorably to other Directorates in the report, attention must be paid to getting the delinquent documents submitted.

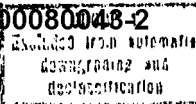
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5. Mr. Coffey made note of a commendation recently received by the Director from Admiral Gayler of NSA. The commendation was for the manner in which the Agency conducted its special intelligence collection effort during the recent [redacted] crisis. In a period of less than two months the Office of Communications doubled its personnel strength and established five [redacted]. Part of Admiral Gayler's letter read: "Please convey my sincere appreciation to those CIA personnel responsible for our joint success." Although the commendation did not single out the Office of Communications, it is, of course, that office that made by far the largest contribution to this effort. Mr. Coffey passed the Admiral's letter to [redacted] for retention.

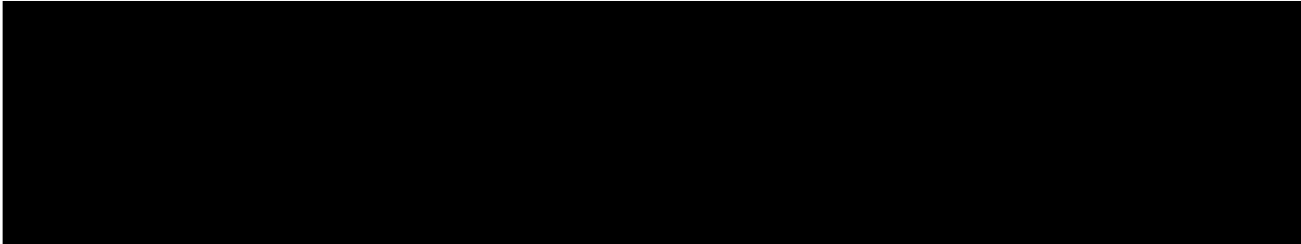
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6. Around the Table

Office of Security. Mr. Osborn noted that although there were more Christmas parties using alcoholic beverages this year than ever before, there were only two isolated problems. Everyone was very well behaved and very good about cleaning up after the celebrations. 25X1C



Office of Medical Services. Dr. Tietjen noted that on the subject of disability retirement, statistics reveal some differences between the CIA program and that of the Civil Service Commission. First, the average age of disability retirement under the Agency system is much lower: a bit under 50 as opposed to 57 years of age for the Civil Service program. Secondly, although cardiovascular disease has remained constant as the number one disabler since 1948, some other causes, such as Tuberculosis, have dropped off drastically since 1948.

25X1A Office of Training. Mr. Cunningham announced that he is preparing for a trip to the Far East in mid-February. He plans to visit several stations from  He would appreciate advice, help, and would be happy to accept requests.

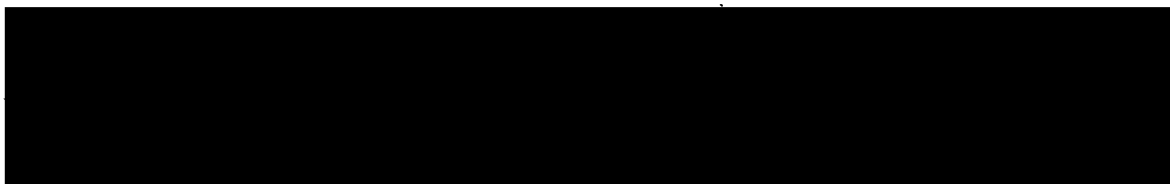
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MINUTES

DD/S STAFF MEETING

11 January 1972

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2. Mr. Coffey noted that Mr. Blake was absent to attend the funeral for [REDACTED] wife. Mr. [REDACTED] was absent to attend the funeral for [REDACTED] daughter, tragically killed in an automobile accident in North Carolina.

3. Comments by Chief, Support Vietnam Station. [REDACTED] said his current job is without reservation the most interesting and challenging one he has ever had. The new Chief of Station, Tom Polgar, will arrive next week.

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[REDACTED] which should help in the transfer of the station from Shackley to Polgar. Tom Polgar's view of cutbacks in Support positions is that one should cut back Support only when the apparatus being supported is cut back. Dave did not see Support cuts taking place during the next six months. Both personally and on behalf of the station, Dave thanked those present, especially the Office Heads, for the caliber of Support personnel sent to the station. They are head and shoulders above everyone else there. Support personnel at the station are highly respected and turned to for guidance in their respective fields.

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4. Mr. Colby became the Executive Director-Comptroller effective 10 January. [REDACTED] is working with Mr. Colby; Colonel White and the other two girls are sitting across the hall.

5. Support Directorate Retirements During January -- [REDACTED]

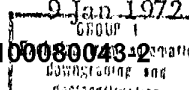
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Civil Service System

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Grade & Career Service	Effective Date	Type
GS-14/S	9 Jan 1972	Disability
GS-15/OF	9 Jan 1972	Mandatory
GS-12/OL	9 Jan 1972	Mandatory
GS-14/OS	9 Jan 1972	Mandatory
GS-14/OTR	9 Jan 1972	Optional
GS-09/OF	9 Jan 1972	Mandatory
GS-12/OF	9 Jan 1972	Mandatory

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Civil Service System (Continued)

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	<u>Grade & Career Service</u>	<u>Effective Date</u>	<u>Type</u>
	GS-15/OF	9 Jan 1972	Mandatory
	GS-07/S	21 Jan 1972	Optional
	GS-09/OF	21 Jan 1972	Dis. Service
	GS-13/OL	31 Jan 1972	Mandatory
	GS-07/OF	9 Jan 1972	Mandatory
	GS-12/OC	9 Jan 1972	Involuntary
	GS-14/OTR	9 Jan 1972	Mandatory
	GS-12/OC	9 Jan 1972	Involuntary
	GS-09/OF	9 Jan 1972	Voluntary
	GS-11/OL	9 Jan 1972	Involuntary
	GS-13/OF	9 Jan 1972	Mandatory
	GS-14/OC	9 Jan 1972	Voluntary
	GS-14/OL	9 Jan 1972	Involuntary
	GS-16/OL	9 Jan 1972	Voluntary
	GS-13/OF	14 Jan 1972	Voluntary
	GS-14/OL	31 Jan 1972	Mandatory

6. Around the Table

Office of Communications. The working group of the USIB Committee on Communications will meet for the first time on 13 January in the OC conference room. Two items will be discussed:

- a. Explore ways of handling community ideas concerning telecommunications.
- b. Look into the establishment of a permanent committee to handle telecommunications problems.

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Office of Medical Services. [redacted] will be assigned as the Medical representative in [redacted] in February. [redacted] will leave soon on a medical inspection trip of the Far East. He will be gone approximately five weeks.

The death rate for Agency employees during calendar 1971 was the lowest in a very long period. Also, for three consecutive years, cardiovascular disease has not been the number one cause of death. A factor in this may be OMS attention to the problem and attempts to prevent the disease. Malignancy has been the number one cause for three years.

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Office of Training. On 6 January the Director approved another running of the Senior Seminar. It will begin 12 March and run nine weeks. Mr. Coffey noted that he would be asking for nominees circa 1 February.

In the future there will be more attention paid to orientation/training for dependents prior to overseas assignment.

The Office of Training is beginning discussions with the CS concerning the future of the Professional Training Program (PTP). PTP is now down to about 15 candidates per year.

Office of Finance. W-2 forms for employees on vouchered funds will be distributed with 21 January checks. W-2's for employees at Headquarters on unvouchered funds will also be distributed on 21 January. W-2's for employees in the field will be put in envelopes and distributed to operating divisions by 28 January for pouching to the field. OF is in the process of making retro-active adjustments to Wage Board employees salaries. It is hoped that the payments will be completed by 4 February.

Office of Logistics. Mr. [REDACTED] the new Commander of the Agency's 25X1A combined military reserve unit, announced that the unit will sponsor a presentation on "Greeting the Foreigner" on 17 January at 6:00 p.m. in the auditorium. Jim Bostain of the Foreign Service Institute will give the presentation which will extend for about 90 minutes. Mr. [REDACTED] recommended the program highly. 25X1A

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